Schedule of Requirements For Time And Attendance Reports, Duty Status Reports
and Performance Reports

Employment Category	Form of Report	Certified By	Dates For Reporting and Special Conditions Applicable
Staff Employees at Headquarters (Metropolitan Area) paid from vouchered funds. 25X1A	Form 20 (Manila)	Supervisor/Timekeeper	Due in Headquarters payroll office by 1800 hours of the Monday following end of biweekly period. Footnote 1/
███████████████████	Form 20 (Manilla)	Supervisor/Timekeeper	Due in Headquarters payroll office as soon as possible following end of biweekly period. Footnote 1/
Staff Employees outside of U.S., paid salary at the station from vouchered funds.	Form 1027	Supervisor/Timekeeper	Due in the station payroll unit immediately following the end of a biweekly period.
Staff Employees at Headquarters (Metropolitan Area), paid from confidential funds (except ███ 25X1C 25X1A	Form 20a	Supervisor/Timekeeper	Due in Headquarters payroll office by 1800 hours of the Monday following end of 2nd bi-weekly pay period.
███████████████████	Form 20a	Supervisor/Timekeeper	Due in Headquarters payroll office as soon as possible following end of 2nd bi-weekly pay period.
Staff Employees outside of U.S. paid by Headquarters from confidential funds (except ███ 25X1C	Form 764	Chief of Station or Base	Pouch to Headquarters notvlater than 3 days after end of reporting period (or by first available pouch thereafter.) Footnote 2/
█████ (Staff Employees) outside of U.S. paid by Headquarters from confidential funds.	Form 764	Chief of Station or Base	A report to Headquarters will be required ONLY for overtime or holiday work authorized and performed. Reports, when required, will be pouched as specified for other staff employees.

25X1C

Employment Category	Form of Report	Certified By	Dates For Reporting and Special Conditions Applicable
. Staff Agents at Headquarters (metropolitan Area), paid on basis of 2 bi-weekly periods ([redacted 25X1C] personnel).	Form 20a	Case Officer	Due in Headquarters payroll office as soon as possible after end of reporting period.
. Staff Agents outside of U.S., who report regularly through a Chief of Station or Base.	Form 764	Chief of Station or Base	Pouch to Headquarters not later than 3 days after end of reporting period (or by first available pouch thereafter) Footnote 2/
. Staff Agents outside of U.S., who for security reasons are precluded from reporting regularly through station personnel.	Form 764 and Memorandum	Chief of Station or Headquarters Case Officer	Pouch to Headquarters not later than 3 days after end of reporting period (or by first available pouch thereafter.) When security and/or cover considerations preclude regular reports from the field, the Headquarters case officer will prepare and submit a memorandum to the payroll office certifying that for reasons stated therein a regular report cannot be furnished and giving the approximate frequency with which Forms 764 will be furnished. A Form 764 for each period must be provided eventually. In the interim, the Headquarters case officer shall certify by memorandum to the payroll office at the end of each pay period that the Agent was in a duty status and is entitled to the pay for that period pending receipt of Form 764 from the field. Footnote 2/
. Staff Agents outside of U.S., [redacted 25X1C]	Form 764	Chief of Station or Base	Pouch to Headquarters not later than 3 days after end of reporting period (or by first available pouch thereafter).
. Staff Agents outside of U.S. [redacted 25X1C]	Form 764	Chief of Station	A report to Headquarters will be required ONLY for overtime or holiday work authorized and performed. Pouch as soon as possible after end of reporting period.
. Contract personnel (agents, employees, career, but excluding W.A.E.s) foreign or domestic, who by reason of their contract are entitled to overtime and holiday pay the same as staff personnel.	Form 764	Case Officer (at Headquarters) Chief of Station or Base in field.	Due in Headquarters payroll office as soon as possible after the end of a reporting period. Stations abroad will pouch to Headquarters not later than 3 days after end of reporting period (or by first available pouch thereafter). Footnote 2/

Employment Category	Form of Report	Certified By	Dates for Reporting and Special Conditions Applicable
4. Contract personnel (agents, employees, career, but excluding W.A.E.s) who are not included in category 13 above.			
a. Under jurisdiction of Headquarters.	Form 433	Case Officer	Due in Headquarters payroll office not later than 3 days after the close of the reporting period. Footnote 2/
b. Under jurisdiction of a field station or base	Form 433	Field Case Officer or individual designated by C.O.S.	Pouch to Headquarters within 3 days of end of reporting period (or by first available pouch thereafter). Footnote 2/

Footnote:

1/ Form 20, Time and Attendance Report, (Yellow) will be used in lieu of Form 20 (Manilla) to prepare amended time and attendance reports, to/employees report not yet of record and for whom a Form 20 (Manilla) was not received, and to prepare supplemental reports.

Footnote:

2/ In view of the time required to pouch documents from the field and the unforeseen delays which sometimes occur, however, should payroll documentation not be received at Headquarters for field personnel, and no information has been received from other sources to preclude payment, salary and allowance payments will be continued for eight bi-weekly pay periods (two 4-week periods) for staff employees, staff agents, and career agents and will be continued for other contract agent personnel for 2 months before action will be initiated by the Finance Division at Headquarters to withhold pay. The Finance Division will notify the responsible Operating Division or Staff at least 10 days before a payment is withheld because of nonreceipt of a Form 764 or Form 433.